

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4126 **TITLE:** PROPERTY & EVIDENCE TECHNICIAN **GRADE:** S-15

DEFINITION:

Under general supervision, responsible for receiving, storing, releasing, disposing and maintaining security of a wide variety of confiscated property, evidence (i.e., money, firearms, found property, recovered or received as a result of search warrants, etc.) and vehicles in the Property Room/Evidence Room of the Police Department; maintains the integrity of all evidence and a chain of custody in accordance with State, County and departmental policies and procedures; performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

N/A

ILLUSTRATIVE DUTIES:

Oversees the processing of property and evidence from law enforcement personnel;
Tracks and accounts for high valued items recovered by officers in assigned areas;
Inventories and issues a variety of documents, forms and police equipment;
Inspects and observes evidence received to determine compliance with prescribed packaging standards and to ensure all items are accounted for;
Catalogs evidence and found property for storage and easy retrieval according to prescribed procedures and regulations;
Oversees the collection of evidence from Police Department cadets and rejects improperly collected evidence;
Conducts purges to destroy unwanted evidence as required by law or regulation;
Preserves all incoming property from contamination, theft, or loss;
Maintains and updates property documentation with tracking information, commonly referred to as the "chain of custody";
Safeguards and maintains proper integrity and chain of evidence;
Ensures that all releases and dispositions of property are legal and properly documented;
Arranges and documents interim releases and returns of property for court, crime lab analysis, or investigative use;
Responds to inquires from both law enforcement personnel and citizens concerning property in custody;
Enters information pertaining to property and evidence status into computer terminals for evidence tracking and management;
Prepares and forwards property-related forms to requesting units and agencies;
Serves as liaison between the department and other local, State, and Federal law enforcement agencies;
Provides for maintenance of the storage facility;
Inventories property based on the policy demands of the department;
Ensures that all efforts are taken to make the property room as safe as possible for employees as well as property;

Prepares evidence and recovered property for Destruction, Auctions, Charitable Contributions or conversion to County Use;
Audits station property rooms to ensure compliance with rules of evidence, state code and departmental regulations;
Releases property and evidence to designated personnel following prescribed procedures;
Performs physical inventories of the property and evidence;
Collects, produces and maintains written documentation; Contacts vendors, coordinate deliveries and corrects shipment errors;
Maintains computerized records on the disposition of evidence and other impounded property;
Delivers evidence to courts and testifies on the disposition of evidence when necessary;
May operate a forklift to move impounded property.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Property Room procedures and policies;
Knowledge of Federal, State and County criminal and civil codes and regulations;
Knowledge of basic principles and practices of warehousing;
Knowledge of computer terminal data input and retrieval processes;
Knowledge of modern evidence storage practices;
Knowledge of Federal, State, and local laws related to property management and storage;
Knowledge of State, County and Federal laws to ensure proper destruction methods are followed;
Ability to understand and follow handling, retrieval and disposal procedures;
Ability to conduct accurate inventories of all property and evidence;
Ability to communicate effectively with staff and the public;
Ability to handle sensitive and confidential information, material or evidence;
Ability to perform required tasks including lifting, stooping, bending and working in uncomfortable positions;
Ability to operate a forklift.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; AND
Two years experience in warehouse operations such as receiving, issuing and storing materials, inventory/supply administration, storage and records management; OR handling and processing sensitive and confidential documents, material or information.

CERTIFICATES AND LICENSES REQUIRED:

The following Certifications must be obtained within one year of appointment to this position, based on availability of training.

Certification as a Property & Evidence Specialist with the International Association for Property and Evidence;
Certification as a Virginia Criminal Information Network (VCIN) Operator Level B.

NECESSARY SPECIAL REQUIREMENTS:

Must successfully complete a criminal background investigation and polygraph examination prior to appointment;

Must have never committed, been involved in, or been convicted of a felony or serious misdemeanor.

ESTABLISHED: July 28, 2005